



RISK ASSESSMENT Coronavirus (Covid 19)

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (REVISION 2) – 19/05/2020 (Page 1 of 39)		DATE OF ASSESSMENT 22.05.20
ESTABLISHMENT/SCHOOL Holy Trinity Church of England Academy	SECTION/TEAM All	
WHO MIGHT BE HARMED? Employees, pupils, students and visitors		HOW MANY ARE AFFECTED? Around 100 but subject to change when pupil numbers increase
<p> Steps of admitting more pupils (school has been open to between 10 - 25 pupils each day during lockdown) This document has been produced in conjunction with all Government guidance All risk has been assessed to minimise the spread of the virus as far as possible The risk assessment cannot guarantee safety of pupils and staff but if followed will mitigate risk as far as possible It is staff members' responsibility read and understand this document and implement the measures described It is staff member's responsibility to ensure that pupils adhere to all social distancing (SD) measures This is a working document subject to change on receipt of Government guidance and or changes in pupil numbers or staffing numbers </p> <pre> graph LR A[Determine capacity of school building] --> B[Determine Staff available to work on-site] B --> C[Liaise with parents regarding intention to return pupils to school] C --> D[Undertake & review RAs & develop action plan] D --> E[Share re-opening plans with Governing Body and staff] E --> F[Make necessary adaptations to site] F --> G[Complete identified actions] G --> H[Inform parents of re-opening plans & expectations] </pre>		
<p> This Risk Assessment sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way. Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to: </p> <ul style="list-style-type: none"> • Health and Safety Policy • First Aid Policy 		

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
<ul style="list-style-type: none"> • Child Protection Policy • CYP Response Plan • DFE Guidance relating to COVID19 • The Health and Safety at Work etc. Act 1974 • Management of Health and Safety at Work Regulations 1999 • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 • First Aid Regulations 1981 • The Health Protection (Notification) Regulations 2010 • Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' 					
Premises and equipment, water, etc. not maintained to statutory requirements:	Premises and utilities have been health and safety checked and building is compliant <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements • Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff. 	In place	<ul style="list-style-type: none"> • Caretaker has continued with daily and weekly checks around school in line with his job description. • All external inspections have taken place as arranged. • All repairs have been undertaken via STC Asset Management Dept. • All PAT Testing conducted prior to Covid lockdown. • Insurance arranged through RPA • Fridges and microwave ovens currently available to staff to be thoroughly cleaned after use. • Internet and computing facilities remain the responsibility of current provider - Advantex • All current school RA reviewed. • Covid 19 RA shared with staff. • Appendix to current Behaviour Policy implemented in respect of Team Teacher. • There may be incidents in school where social distancing is not safe to do so (eg in 	Low	

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			case of fire). Where possible social distancing will be maintained once at assembly points. <ul style="list-style-type: none"> • Designated kitchen/break room facilities allocation to staff • Designated toilets allocated to staff • No Library or ICT room for use by pupils • Fire procedure: <ul style="list-style-type: none"> ○ During this period it cannot be guaranteed that fire wardens will be available. ○ The teacher in classroom bubbles is therefore to take charge of pupils and staff in their bubble and ensure everyone leaves the building. ○ All other staff to ensure they leave the building as soon as possible. ○ Reception staff to ensure a record of all staff on site is available. It is essential that all staff on site sign in at reception. ○ Teacher to inform reception staff of any missing people from their bubble. ○ No member of staff to enter building if a fire incident is in place unless they are trained as a fire warden. ○ Reception staff to telephone 999 emergency services as soon as possible. ○ Fire evacuation point to remain as normal on the school yard. 	
	A 'BUILDING RA COVID' assessment has been completed for the general running of the building.	In Place	<ul style="list-style-type: none"> • Staff entrances remain the same • Pupil entrance and exit via designated classroom doors 	Low

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	<p>NB: TWFRS who has confirmed that wedging doors open is not best practice, however due to the COVID-19 crisis wedging classroom doors can be done, but cross corridor doors and doors leading on to a fire escape or stairway must remain in the closed position at all times</p> <p>Any door wedged open must have the wedge removed when the class is vacant even for the shortest period and the school must risk assess this.</p> <p>As for installing barriers in front of doors this is not acceptable under any circumstance, should an area need to be segregated then the use of signage and Fire Exit Door Security Seals should be used which would snap if the door is forced open allowing anyone emergency egress if necessary.</p>		<ul style="list-style-type: none"> Classroom and office doors to be wedged open during use but wedges removed in the event of fire alarms and when vacated. Hall door to be wedged open when the reception area is staffed but closed when vacated. All internal and external fire doors to remain closed as per normal building practice. All fire escapes routes to be kept clear at all times, as per normal building practice. 	

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Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure	<ul style="list-style-type: none"> ensure that all adults and children: <ul style="list-style-type: none"> frequently wash their hands with soap and water for 20 seconds and dry thoroughly. clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing are encouraged not to touch their mouth, eyes and nose use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') ensure that help is available for children and young people who have trouble cleaning their hands independently consider how to encourage young children to learn and practise these habits through games, songs and repetition ensure that bins for tissues are emptied throughout the day where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting. Capacity of cleaning staff is adequate to enable enhanced cleaning regime. Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are in place. Sufficient time is available for the enhanced cleaning regime to take place. <p>There is a dedicated helpline number for education and children's social care related queries for anyone working in early years through to universities, plus parents - 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday)</p>	In place	See individual Risk Assessments setting out expectations	Low

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Child/Adult is unwell and it is believed that they have been exposed to COVID-19.	<p>If anyone develops coronavirus (COVID-19) symptoms of coronavirus in an education setting they must be sent home and advised to follow the staying at home guidance.</p> <ul style="list-style-type: none"> • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. • Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care • If a member of staff has helped someone who was taken unwell with symptoms of coronavirus, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. You can find guidance on cleaning in non-healthcare settings. <p>guidance-to-educational-settings-about-covid-19</p>	In place	<ul style="list-style-type: none"> • Symptom advice has been shared on School Website/ social media. • First aid to continue in medical room and Visitors room for emergency use in the event of possible outbreak. • First aid staff normally on site at all times when pupils are present. If it is not possible to have a first aider on site, staff to inform SLT of the incident. SLT aware to call emergency services if required. No first aid to be administered unless this is by a trained first aider. • PPE available for use by staff for administering of first aid. • Any child showing any symptoms will be taken to the Visitors room to await their parents collection. Staff to follow guidelines and ensure windows open. <p>Procedure for pupils with symptoms</p> <ul style="list-style-type: none"> • Classroom staff take child to Visitors room. Sit child near window and open window. • First aider to put on all necessary PPE equipment. • First aider to stay with child or just outside room until collected. • Office staff to call parents if any child shows any symptoms. 	Low

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			<ul style="list-style-type: none"> Parents informed that they must be available to collect their child immediately if we call them with this information. Once Visitors room is clear after use, close door and label for cleaning staff to deep clean. Full area not to be used until cleaning is carried out. <p>Person with symptoms -</p> <ul style="list-style-type: none"> Parent MUST organise a test Positive result = 14 days isolation AND all other people in their bubble & other people they have been in contact with(eg transport) to be tested Negative result = proof to be given to school before anyone in the bubble is allowed back to school <p>Rest of people in bubble:</p> <ul style="list-style-type: none"> Sent home with recommendation of having a test If above person comes back positive - they MUST have test and follow Public Health guidelines - 14 days isolation If above person comes back negative - they can come back to school <p>Normal first aid:</p> <ul style="list-style-type: none"> Normal first aid to be carried out in the Medical room only. 		

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			<ul style="list-style-type: none"> • Staff to take child to Medical room for First Aid • First aider to put on all necessary PPE equipment. • Business Manager to ensure all first aid supplies are replenished and sufficient PPE equipment available. • First aiders to follow government guidelines. • First aiders must wash their hands or use hand sanitiser before and after treating a casualty and wear gloves.. • First aiders to consider cross contamination that could occur which was covered in their training. • All waste will be disposed in flip top bin and removed by cleaning staff. • First aider to ensure all protocols are followed (paperwork, informing parents, etc) before the end of the school day. • All trained first aiders must exercise extreme caution when treating any injury to any party as the social distancing measure of 2 metres may have to be breached to facilitate treatment by close and direct contact • First aiders should try to assess the injured party from a distance of 2 metres and where treatment has been identified as required first aiders must wear protective gloves and protective face masks whilst treating any type of injury or casualty and must wash hands immediately after 		

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			<p>treatment has been completed. Please note that younger pupils will be treated for first aid in the normal manner wherever possible.</p> <ul style="list-style-type: none"> • If a casualty requires CPR then this should be administered by chest compressions only and not rescue breaths as adequate infection control for first aiders cannot be maintained. • First aider to clean medical room with anti-bacterial wipes after the treatment of each pupil. <p>Administration of medication:</p> <ul style="list-style-type: none"> • Administration of medication will be performed in the usual manner, ensuring SD measures at all times. • Business Manager or member of SLT will administer medication as required to those pupils who require it. • Medication will continue to be administered from the Medical Room and staff should clean medical room with anti-bacterial wipes after the administration of medical to each pupil. • Gloves must be worn during this process and hands washed before and after process. <p>Cleaning of toilets after use:</p> <ul style="list-style-type: none"> • Following use of any toilet in the school buildings by a child or adult falling ill, a 	

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			cleaner will be asked to clean that area as soon as possible.	
Risk of coronavirus infection spreading to shielded and clinically vulnerable adults	<p>Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the staying-at-home-and-away-from-others have been advised to take extra care in observing social distancing and should work from home where possible.</p> <p>Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.</p>	In place	<ul style="list-style-type: none"> Headteacher will follow all advice given by Government and LA HR on who can return to work and who should remain at home. Staff rota in place - all staff aware of when they are expected to work within school All staff have been informed of when they are expected to return by (1st June 2020). Where shielding is required, copy of government letter should be sent into school for HR record. Pregnant staff members - not to work in school - will work at home. Other staff members with vulnerable health concerns have been encouraged to work at home where this is available. Social distancing must be adhered to whilst in school, PPE and cleaning products available to all. RA to be shared with all school staff; asking all staff members to read the document and sign to say they have done so. <u>All staff must sign to say they have read the risk assessments and will follow the guidelines outlined.</u> It is staff's professional responsibility to read this document. Staff have been and will continue to be given opportunity to raise any concerns 	Low

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			they have around their safety via their Key Stage Lead	
Risk of coronavirus infection spreading to shielded and clinically vulnerable persons via pupil or staff attending school	<p>If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.</p> <p>If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.</p>	In place	<p>Audit of parents undertaken. All parents were have been contacted regarding the opening up to Nursery, Reception, Year 1 and Year 6 pupils and asked: (a) When we reopen to your child's respective year group will you be sending them back?</p> <p>All parents asking for a place will at this time be offered a place</p> <p>Pupils not returning will continue to be encouraged to continue learning with the Home Learning packs.</p> <p>Teaching staff to make contact with each pupil via telephone to check in on them and ensure all is well.</p> <p>All safeguarding concerns will continue to be reported to the schools DSL for action.</p>	Low

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Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Schools should therefore work through the hierarchy of measures:</p> <ul style="list-style-type: none"> • avoiding contact with anyone with symptoms • frequent hand cleaning and good respiratory hygiene practices • regular cleaning of settings • minimising contact and mixing <p>It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.</p> <p>PHE is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.</p> <p>Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</p> <p>For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children.</p> <p>Primary schools:</p> <ul style="list-style-type: none"> • Classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). • If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. • Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. 	In place	<ul style="list-style-type: none"> • Pupils with special needs may require more support and reminders of all measures that have been put in place. • All rooms in use will have posters and health information on display - specifically targeted at pupils. • Each day will start with teachers checking - - Handwashing, new symptoms etc. <p>Actions performed by school to ensure contact between people is kept to a minimum:</p> <ul style="list-style-type: none"> • Pupil entrance and exit – via identified classrooms <p>Detail: See individual risk assessments School has been measured to identify capacity</p>	Low

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	<ul style="list-style-type: none"> Desks should be spaced as far apart as possible. 				

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Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Each setting's circumstances will be slightly different. Any setting that cannot achieve these small groups at any point should discuss options with their local authority or trust. This might be because there are not enough classrooms or spaces available in the setting or because they do not have enough available teachers or staff to supervise the groups. Solutions might involve children attending a nearby school. If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups and then, to support children's early learning, settings should prioritise groups of children as follows:</p> <ul style="list-style-type: none"> early years settings - 3 and 4 year olds followed by younger age groups infant schools - nursery (where applicable) and reception primary schools - nursery (where applicable), reception and year 1 	In place	See individual Risk Assessments	Low
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Keep cohorts together where possible and ensure:</p> <ul style="list-style-type: none"> children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, (secondary and college settings there will be some subject specialist rotation of staff) wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days 	In place	<ul style="list-style-type: none"> Pupils and staff will stay together for the full day. Outdoor time timetabled between Nursery and Reception 	Low
Risk of coronavirus	<p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> accessing rooms directly from outside where possible 	In place	<ul style="list-style-type: none"> Establishment of classroom bubbles. Separate pupil entrance and exit. 	Low

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infection spreading due to large class sizes and reduced space	<ul style="list-style-type: none"> considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols) 		<ul style="list-style-type: none"> Hand wash on arrival. Lunches taken in individual groups at allocated time in dining hall whilst maintaining 2m social distancing Classroom staff to supervise toilet visits - to ensure no overcrowding of these areas. Staff to supervise younger pupil hand washing. 	
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Use outside space:</p> <ul style="list-style-type: none"> for exercise and breaks for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings <p>For shared rooms:</p> <ul style="list-style-type: none"> use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as 	In place	<ul style="list-style-type: none"> Outdoor gym and trim trail out of bounds - taped off. Timetable for use outdoor space. No shared areas apart from some pupil toilets - and these will be used under classroom staff supervision. Classroom bubble has their own box of sporting / outdoor equipment to use. All equipment and box cleaned at end of each day. 	Low

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance</p> <ul style="list-style-type: none"> • stagger the use of staff rooms and offices to limit occupancy. 			
	<p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> • by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff • by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently • resources which are not easily washable or wipe-able have been removed • although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts 	In place	<ul style="list-style-type: none"> • See above, individual risk assessments and classroom resources. • Reception staff to sign people in and out - no use of shared materials in reception. • Additional cleaner employed. • All classroom groups have been developed to only have essential equipment in. All non-essential items/furniture have or will be removed. 	Low
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE • Practical science lessons • DT/ FT 	In place	<ul style="list-style-type: none"> • PPE available for all staff wishing to use it. • PPE must be used by first aiders 	Low
Poor Psychological / Staff / Pupil Wellbeing – due	<ul style="list-style-type: none"> • Approach to support wellbeing, mental health and resilience in place, including bereavement support • How staff are supported to follow this within their own situations and that of pupils and colleagues is clear. 	In Place	<ul style="list-style-type: none"> • Mental Health Champion in place before Covid 19. All staff aware of MHC. 	Low

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 17 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
to personal, workload, returning to school issues, etc.	covid-19-guidance-for-the-public-on-mental-health-and-wellbeing		<ul style="list-style-type: none"> Information shared with staff through regular updates and emails. SLT always available to speak to. Child Wellbeing Officer and Place2Be for pupil mental health Place2Be may be looked at for staff. HR referrals can be looked at... 	
Risk of coronavirus infection spreading due to use of transport	<p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> encourage parents and children and young people to walk or cycle to their education setting where possible make sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel ensure that transport arrangements cater for any changes to start and finish times make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts <p>LAs or transport providers could consider the following:</p> <ul style="list-style-type: none"> guidance or training for school transport colleagues substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out 	In place	<ul style="list-style-type: none"> No Transport required daily Trips/swimming lessons are all cancelled. 	Low

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 18 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<ul style="list-style-type: none"> communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times) 			
Risk of coronavirus infection spreading to children and staff at schools	<p>To help ensure that the risk of virus spread for both staff and children is as low as possible you should:</p> <ul style="list-style-type: none"> Ensure no visitors will be allowed entry into the building unless directed by the Head teacher or Senior Leader and agreed appointment. tell children, parents, carers or any visitors, such as suppliers, not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19) consider how children arrive at the education or childcare setting and reduce any unnecessary travel on coaches, buses or public transport ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible stagger lunch times, break times and the movement of pupils around the school to reduce large groups of children gathering discourage parents from gathering at school gates try to follow the social-distancing guidelines <p>Social distancing within education and childcare settings with very young children will be harder to maintain. Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well cared for within their settings.</p>	In place	<ul style="list-style-type: none"> Visitors will be discouraged however it is accepted that some meetings are essential. These meetings will be kept to an absolute minimum. Visitors must sanitise their hands before leaving reception area. Interactions between staff, pupils, contractors and visitors to be kept to absolute minimum and work completed remotely where possible. Deliveries to be taken directly to office. 	Low
Lack of first aid provision due to staff shortages	<p>Risk assess the current provision – the staff and pupils medical conditions need to be taken into consideration, e.g. diabetes, allergies and the use of epi-pens, how far you are away from an A&E, etc. Where applicable you will need to ensure least one person who has a full paediatric first aid (PFA) certificate to be on the premises.</p>	In Place	<ul style="list-style-type: none"> See above re first aid / Medical Room. See above re first aid. See above re staff sickness and in the case of no first aider being on site. 	Low

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 19 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>You may be able to link up with other schools near to you to share first aid provision.</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p>			
Risk of coronavirus infection spreading to children and staff due to lack of PPE	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. • If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting and staff cannot maintain a 2m distance and there is a risk of them being splashed with spit/saliva then there may be a case for PPE given we are now in sustained community transmission. A surgical mask should be worn and a risk assessment made over eye protection (it's possible that this would be needed if pupil spitting). If any direct contact/care provided then disposable aprons and gloves should also be used... a face visor may be the better option. • Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE. 	In place	<ul style="list-style-type: none"> • PPE is available for all to use if requested. • All staff aware of RA's and its content. • All staff to follow all advice within Risk Assessments - control measures & actions. 	Low

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 20 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum or contact Philip Dixon PPE.Supplies@southtyneside.gov.uk for any PPE – explain your reasoning from your RA.			
Risk of coronavirus infection spreading to children and staff due to poor communication	<p>Consider the following steps:</p> <ul style="list-style-type: none"> • tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend • tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • also think about engaging parents and children in education resources such as e-bug and PHE schools resources • explain - changes to timetable, social distancing arrangements, staggered start times, expectations when in school and at home to pupils and staff • ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers 	In place	<ul style="list-style-type: none"> • Letter to parents explaining measures and drop off procedures • Teacher asking all pupils on arrival at school - have you displayed any of these symptoms since you left school last night? • Information on School Website and social media explaining procedures and measures to parents and pupils - advice re not attending if anyone has any symptoms. • LA contract cleaning to continue on split shift 	Low

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 21 of 39)				DATE OF ASSESSMENT	
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	<ul style="list-style-type: none"> talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this 				
Are there any other foreseeable hazards associated with this activity? YES / NO	<u>List any additional control measures</u> Staff sickness procedure: <ul style="list-style-type: none"> If any staff member is feeling unwell - they must follow normal absence reporting even if Covid 19 related. If the illness relates to Covid 19, if they have been in school building during past 14 days, all people they have been in contact with must be informed and advised to get tested. These people will not be allowed into school unless they have produced a negative test result or have isolated for 14 days. Staff member must arrange a test and will only be allowed back to work on production of negative result or after 14 days isolation. If sickness is not Covid related, staff member to stay off work until they are well. All staff illnesses will be added to sickness log in usual manner. Grounds: <ul style="list-style-type: none"> Caretaker to ensure grounds are kept in a safe and secure manner. 				

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 22 of 39)				DATE OF ASSESSMENT	
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Reference Documents: Further information can be found at: Actions for education & childcare settings to prepare for wider opening from 1 June 2020 e-Bug COVID-19: cleaning of non-healthcare settings guidance symptoms of coronavirus staying at home guidance guidance-to-educational-settings-about-covid-19 COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable staying-at-home-and-away-from-others Early Years Foundation Stage covid-19-guidance-for-the-public-on-mental-health-and-wellbeing Coronavirus (COVID-19): safer travel guidance for passengers social-distancing guidelines https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications PPE COVID-19: guidance for households with possible coronavirus infection PHE schools resources Working safely during coronavirus					
ASSESSED BY (Print name) Joanne Marshall			SIGNED	DATE	
LINE MANAGER Tina Murphy			SIGNED	REVIEW DATE	

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